

SCOPE CHANGE REQUEST
(USE Local Agency Letterhead)

Date: _____

TO District Local Assistance Engineer: _____

Attention: *EEM Coordinator*: _____

Address of District Office: _____

RE: Request to Amend Project Scope for project # *EEM 20xx(XXX)*

Dear _____:

The (*Local Agency*) requests that the Department of Transportation approve proposal to amend the project scope for the above-captioned project to permit (*explain request and attach a chart comparing the original project commitments—what the money was going to purchase—and what the new proposal is*). The new project scope will still fulfill the commitments, goals, intentions made in project scope as stated in the (*Applicant-State Agreement #*) and the application for project *EEM 20xx (XXX)*. (*Attach a map if the request includes change of location from original location approved.*)

Please refer to the attached supporting documentation for additional information and a comparison of the original proposal to the new proposal. The proposed funding is

Original CTC Request
\$New CTC Request
\$

Status of Project:

Environmental:

- CEQA – Categorical Exemption Section 15313, Class 13. To be filed upon approval of scope change.
- NEPA – NEPA is not required for this project.

Engineering:

- The PS&E development is not applicable to this project.
- Construction: Is not applicable to this project.

The project was adopted in the 20xx/20xx Environmental Enhancement and Mitigation program.

Please advise us as soon as Caltrans has made a determination regarding this scope change. You may direct any questions to (*Name*) at (*phone*) and (*e-mail*).

Sincerely,

Name and Title_____
Signature

Attachments

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